



Secretariat

ST/IC/1991/69
2 December 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. Language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held twice in 1992. The first session is scheduled for 28 and 29 January 1992. The second is tentatively scheduled for 26 and 27 May 1992. Details of the second session will be published at a later date. These examinations are open to:

(a) Students who have completed the highest level of a United Nations language course;

(b) Staff members who have not enrolled in a United Nations language course but who can show evidence that they possess, in the language to be tested, a level of knowledge equivalent to that of students who have completed the relevant United Nations language course.

Non-staff members who have not completed the highest level of a United Nations language course are not eligible to sit for the language proficiency examinations.

2. A staff member may take a language proficiency examination to obtain a certificate establishing proficiency in a second official language and, in certain cases:

(a) To benefit from the relevant provisions of General Assembly resolution 2480 B (XXIII) of 21 December 1968;

(b) To qualify for the first or second language allowance under staff rule 103.6.

3. Resolution 2480 B (XXIII) applies to Professional and higher-level staff members subject to geographical distribution who work in one of the working languages of the Secretariat and who have an adequate and confirmed knowledge of a second official language. The criteria for benefiting from the language incentives provided for under the resolution are set out in administrative instruction ST/AI/207 of 23 December 1971.

4. Under staff rule 103.6 staff members in the General Service and Trades and Crafts categories or in the Field Service below level 6 are eligible for language allowances. Staff members must be proficient in two official languages and must pass the language proficiency examination in one of them to receive the allowance. To receive a second language allowance they must be proficient in three official languages and must pass the proficiency examination in two of them. Staff members whose mother tongue is an official language of the Organization must pass the examination in another official language, which may be the language in which they are required to be proficient by the terms of their appointment. The language proficiency examination in their mother tongue is waived. Staff members whose mother tongue is not one of the official languages must pass the examination in an official language other than that in which they are required to be proficient by the terms of their appointment. The proficiency examination in that language is waived.

5. Those wishing to take the examination in January 1992 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3-7021). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 and 3 p.m. from 9 to 22 January 1992.

6. Successful candidates must pass BOTH the written and oral parts of the examination with a minimum score of 65 per cent in each part.

7. In certain cases in which candidates receive a score of 80 per cent or more on the written examination but fail the oral, the jury adjudicating the examination will review the cases and may allow candidates to retain their written score for the following examination session, for which they must fill out a new application form. In such cases, candidates will receive written notification of the jury's decision and will have to retake only the oral examination at the following session. The same consideration cannot be given, however, for the oral test or to candidates who have not taken both parts of the examination at the same session.

8. The schedule for the written examination for the January 1992 session is as follows:

28 January 1992

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

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29 January 1992

French 9 a.m. to 12.30 p.m.
Arabic 2 p.m. to 5.30 p.m.
Spanish 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination time in order to allow for check-in procedures.

9. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

10. The number of the conference room in which each examination will be held will be posted in the Secretariat Building on the fourth, fifth and sixth floor bulletin boards and on those in the DC1, DC2, and DC3 buildings. Candidates should check the bulletin boards, as the Training Service cannot send out individual notices for the written examinations.

11. Copies of sample examinations can be obtained in room S-606.

12. Candidates will receive written notification of their examination results by mid-March 1992. No results will be available prior to official notice.



Secretariat

ST/IC/1991/70
13 December 1991

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR
UNITED NATIONS CHILDREN*

1. The Programme began its twenty-first year in September 1991 with very limited subsidies. It will continue to be conducted under the auspices of an independent Board of Trustees. Qualified staff members will supervise games, athletic activities, dance and creative movement, arts and crafts and homework.

2. The spring semester will run from Monday to Friday beginning on Monday, 3 February 1992, from 3.15 p.m. to 5.45 p.m. in the DC2 Building, 45th Street entrance (330 East 45th Street). Transportation is provided from the United Nations International School building at 25th Street to the DC2 Building. Private transportation arrangements must be made for children coming from other schools.

3. The Programme is open to 5- to 12-year-old children of United Nations parents. It is a subsidized programme established essentially for working parents not in a position to provide after-school care for their young children. Therefore, parents with net joint incomes of \$28,000 or above are expected to pay for each child \$200 per semester plus the \$200 enrolment fee for each semester, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration. Depending on demand, further criteria may be established by the Board of Trustees.

* Personnel Manual index No. 13000.

4. Interested parents are asked to complete the attached application form and return it by 13 January 1992 to room DC2-839. There will be a late fee of \$50 for applications submitted after that date.

5. There have been numerous complaints about the presence of children in the Secretariat Building and in the DC1 and DC2 buildings. Staff members are therefore expected to enrol their children between the ages of 5 and 12 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children supervised.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR
UNITED NATIONS CHILDREN

Spring semester 1992
Renewal ☐
New application ☐

INSTRUCTIONS: Please answer all questions. Write NONE when applicable.
Incomplete applications will not be accepted.

Child's name _____
Birth date _____ Sex _____ Grade _____
School currently attending _____ Location _____
Previously enrolled in After-School Recreation and Study Programme? Yes/No _____
Name of parent or guardian _____ Room _____ Ext. _____
Home address _____ Tel. _____
Grade and step _____ Education grant: Yes/No _____ Nationality _____
Name of spouse _____
Does your spouse work in the United Nations or a specialized agency? Yes/No _____
If yes, please give grade and step _____ Education grant: Yes/No _____
Room _____ Ext. _____
If not, please give spouse's (a) Occupation _____
(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

Child's name	Sex	Birth date	School	Location of school
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

While ASRSF, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents with net joint incomes of \$28,000 or above are expected to pay for each child \$200 per semester plus the \$200 enrolment fee, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration.

How many persons does your family salary provide for? _____

Is your net family income* above \$28,000? Yes/No _____

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSF is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of \$50.

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.



Secretariat

ST/IC/1991/71
13 December 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Controller

Subject: CLAIMS BOARD*

1. The staff members whose names are listed below have been designated to serve on the Claims Board, in accordance with the provisions of ST/SGB/Organization, Annex I/Amend.2 of 4 June 1982:

Members

Alternates

Ms. Sulafa Al-Bassam
(Chairperson)

Ms. Martha Natale

Ms. Marianne Brzak-Metzler

Ms. Kai ling Wong

Mr. Michael Anzivina

Mr. Franco Squera

Ms. Tana Lambrakos

Ms. Deborah Nadler

Mr. A. Selvanathan

Mr. Zaki Khadir

2. Claims for compensation for loss of or damage to personal effects that fall within the purview of administrative instruction ST/AI/149/Rev.3 of 17 November 1988 should be submitted in the manner prescribed in paragraphs 8 to 10 of that instruction.

3. All communications to the Board should be addressed to the Secretary, Claims Board, room S-2620 I.

4. Information circular ST/IC/89/69 is hereby superseded.

* Personnel Manual index No. 6110.



Secretariat

ST/IC/1991/72
18 December 1991

INFORMATION CIRCULAR

To: All members of the staff at Headquarters

From: The Acting Under-Secretary-General for Administration and Management

Subject: SECRETARY-GENERAL'S FAREWELL ADDRESS TO THE STAFF

1. The Secretary-General will deliver a farewell address to the staff on Friday, 20 December 1991 at 10 a.m. in the General Assembly Hall.

2. Subject to service exigencies, supervisors are requested to release staff for this occasion. In offices where the needs of the service require some staff to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to enable the greatest staff participation possible. Supervisors should also permit staff members who are required to remain in their offices to have access to the Meeting Exchange Listening Unit (MX) system in order to enable them to hear the statement.



Secretariat

ST/IC/1991/73
23 December 1991

INFORMATION CIRCULAR

To: Members of the staff at duty stations away from Headquarters

From: The Controller

Subject: VAN BREDA MEDICAL, HOSPITAL AND DENTAL INSURANCE*

1. The purpose of the present circular is to set out the provisions concerning renewal of the Van Breda medical, hospital and dental insurance plan for staff members at offices away from Headquarters, which will take effect on 1 January 1992.
2. The plan incurred a modest deficit during the 1991 policy period. In addition, the average level of reimbursement per participant rose during 1991 reflecting increased levels of utilization and escalation in the costs of medical services world wide. As a result, the premiums for 1992 have had to be increased by approximately 15 per cent. This increase should be seen, however, against the background of the plan's performance over the last few years. In 1990 premiums remained the same as in 1989, and in 1991 premiums actually decreased by 5 per cent. The new premium rates are therefore only 10 per cent above the 1989-1990 level. Staff members are reminded that the Van Breda plan is "experience-rated", which means that premium levels, and thereby the monthly amounts paid by staff members as well as the related organizational subsidy, must be adjusted from policy period to policy period to ensure that total premium income is sufficient to meet the reimbursement expenses of the plan.
3. In addition to the 15 per cent premium increase, the key provisions of the renewal for 1992 are:
 - (a) A significant modification in the prior approval requirement for hospitalization in the United States of America (see paras. 6 and 7 below, and annex II);

* Personnel Manual index No. 6190.

(b) Elimination of the requirement to obtain a second surgical opinion in respect of 16 surgical procedures listed in annex III (see para. 8 below and annex III);

(c) A clarification regarding the benefit for the treatment of alcohol and/or drug abuse (see para. 9 below, and annex I, para. 2 (e));

(d) A new benefit regarding testing for the HIV virus (see para. 10 below and annex I, para. 2 (h)).

4. The schedule of premiums which will become effective on 1 January 1992 as well as the related staff contribution rates are set out in the tables below:

Premium levels

<u>Type of coverage</u>	<u>Monthly premiums</u> (United States dollars)	
	<u>Current</u>	<u>Effective 1 January 1992</u>
Staff member only	61.00	71.00
Staff member and one family member	130.00	150.00
Staff member and two or more eligible family members	215.00	247.00

Staff contributions

<u>Type of coverage</u>	<u>Percentages of medical net salary</u>	
	<u>Current</u>	<u>Effective 1 January 1992</u>
Staff member only	1.04	1.18
Staff member and one family member	1.71	1.92
Staff member and two or more eligible family members	2.71	3.03

5. In line with the methodology used in the calculation of staff contributions towards premiums for other United Nations insurance schemes, the contributions of participants in the Van Breda scheme are calculated as a percentage of their respective medical net salaries in accordance with the rates set forth above. Medical net salary consists of gross salary, less staff assessment, plus language allowance, non-resident's allowance and post adjustment, as applicable. In no case will staff contributions be greater than 85 per cent of the premiums shown above.

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Prior approval for hospitalization in the United States

6. A substantial modification to the provision regarding prior approval for hospitalization in the United States is being introduced, on a trial basis, with effect from 1 January 1992. Formerly, when a "prior approval" request was submitted, Van Breda evaluated the request in accordance with a set of criteria which are outlined in annex II, paragraph 2, of circular ST/IC/1990/84. Under the new arrangement, the participant is obliged only to notify Van Breda of his or her intention to be hospitalized in the United States. However, if a participant fails to register a United States hospitalization with Van Breda prior to the admission, the normal reimbursement calculated will be reduced by 25 per cent and the major medical coverage component will not apply in respect of doctors' fees for services administered during hospitalization. As before, there will be no penalty in cases of medical evacuation to a United States hospital approved by the United Nations Medical Director, nor in cases of bona fide emergency.

7. The new procedure no longer entails any approval on the part of Van Breda. Van Breda must be informed in writing of the intended hospitalization in the United States at least two weeks prior to the admission. However, under the arrangement which will become effective on 1 January 1992, a "cap" of US\$ 700 will apply to the daily semi-private hospital room rate. Thus, if a participant, in notifying Van Breda of a hospitalization in the United States in line with the procedure set out in paragraph 3 of annex II to this circular, chooses a hospital at which the daily semi-private room rate exceeds \$700, the cost of the daily room rate above \$700 will be borne entirely by the participant. There will be no change in the reimbursement for other services. The provisions pertaining to the revised United States hospitalization measure are set out in full in annex II to this circular.

Second surgical opinion

8. Previous circulars have indicated that a second surgical opinion had to be sought in connection with 16 surgical procedures, as set out in annex III of circular ST/IC/1990/84. With effect from 1 January 1992, a second surgical opinion will not be mandatory. Therefore, Van Breda will no longer implement a reimbursement penalty for failure to obtain a second surgical opinion. However, participants continue to be strongly encouraged to seek a second surgical opinion whenever it is possible to obtain such opinion from a qualified independent physician. Thus, while no longer a requirement, Van Breda will continue to reimburse at the rate of 100 per cent expenses incurred in obtaining second opinions regarding any of the 16 procedures listed in annex III to this circular.

Treatment for substance (alcohol/drug) abuse

9. The cost of treatment for substance (alcohol and/or drug) abuse is covered by the Van Breda plan, under certain conditions. The coverage includes in-patient treatment for detoxification and rehabilitation at a

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facility certified for such treatment, subject to the prior approval of Van Breda. Such treatment will normally be limited to 30 days in a calendar year. In addition, the plan covers out-patient counselling for the purpose of diagnosis and treatment. The costs of out-patient counselling are reimbursable at the rate of 50 per cent and to a maximum reimbursement of \$1,000 for not more than 50 visits per insured person in any consecutive 12-month period. Of these 50 visits, up to 20 may be allocated to counsel covered family members of the participant undergoing treatment for the substance abuse problem.

Testing for the HIV virus

10. In April 1991, the Administrative Committee on Coordination (ACC) adopted a policy statement on personnel questions related to the HIV epidemic and the spread of AIDS. In the policy adopted by ACC, it is stated that "voluntary testing with pre- and post-counselling and assured confidentiality should be available to all United Nations staff members and their families". Up to now, the Van Breda plan has not routinely covered the cost of such testing. With effect from 1 January 1992, Van Breda will, under the basic component of the plan, reimburse the costs of two blood tests per year for the HIV virus.

Eligible family members

11. "Eligible family members" refers to a spouse and one or more eligible children or no spouse but two or more eligible children. A spouse is always eligible. A child is eligible to be covered under this scheme until the end of the calendar year in which he or she attains the age of 25, provided that he or she is not married and not in full-time employment; disabled children may be eligible for continued coverage after age 25. Complete information regarding these provisions can be found in information circular ST/IC/86/72, entitled "Age limitation on the participation of dependent children in United Nations health insurance schemes".

Participants with dependants residing in the United States

12. It should be borne in mind that participants currently in the Van Breda scheme with dependants residing in the United States are encouraged to enrol in the Blue Cross/Aetna Major Medical insurance plan. This is especially important since medical expenses incurred in the United States must generally be paid immediately and reimbursement claimed from the insurance company. In the case of hospitalization, persons not covered by a United States insurance company are not admitted unless expenses are prepaid or guaranteed by Van Breda. Therefore, participants in this particular situation are requested to switch as soon as possible to the Blue Cross/Aetna Major Medical plan offered by the United Nations. Participants choosing to remain on the Van Breda plan will be required to conform to the pre-approval requirements and will be responsible for all payments and prepayments incurred. As the Blue Cross/Aetna Major Medical plan does not include dental coverage,

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participants may also wish to subscribe to the (optional) Group Health Incorporated (GHI) dental plan.

Basis for claim reimbursement in United States dollars

13. Claim reimbursement is made in United States dollars, converted from the currency in which the hospital, medical or dental expenses have been incurred. Up to 31 December 1989, reimbursement was based on the United Nations operational rate of exchange in effect on the date the claim was signed. Since 1 January 1990, REIMBURSEMENT IN UNITED STATES DOLLARS HAS BEEN BASED ON THE UNITED NATIONS OPERATIONAL RATE OF EXCHANGE IN EFFECT ON THE DATE THE MEDICAL AND DENTAL EXPENSES ARE INCURRED, AND, IN THE CASE OF HOSPITAL EXPENSES, ON THE DATE THE HOSPITAL BILL IS RENDERED.

14. Annex I to the present circular sets out a summary of the benefits payable under the Van Breda plan.

15. Annex II contains a recapitulation of the new provisions pertaining to hospitalization in the United States.

16. Annex III sets out relevant details concerning the 16 surgical procedures for which an optional second opinion will be fully reimbursed.

Conversion privilege

17. Participants who cease employment with the United Nations and who do not qualify for after-service health insurance benefits may arrange for medical coverage with Van Breda under an individual contract, provided that application is made within 31 days of termination of coverage under the plan. The conversion privilege, which is part of the United Nations group contract with Van Breda, means that the insurer cannot refuse to insure an applicant and that no certification of medical eligibility is required. THE CONVERSION PRIVILEGE, HOWEVER, DOES NOT MEAN THAT THE SAME INSURANCE PREMIUM RATES OR SCHEDULE OF BENEFITS IN EFFECT FOR THE UNITED NATIONS GROUP POLICY WILL BE OFFERED IN RESPECT OF INDIVIDUAL INSURANCE CONTRACTS. Details concerning conversion to an individual insurance policy may be obtained by communicating directly with Van Breda at the following address:

J. Van Breda and Co. International
Plantin en Moretuslei 295
B-2140 Borgerhout
Antwerp, BELGIUM

Telex No.: BREDCO B 31788
Fax No.: 00 323 271 02 47 (facsimile transmission)

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Annex I

VAN BREDA INSURANCE SCHEME

1. The Van Breda insurance scheme provides for reimbursement of medical, hospital and dental treatment costs up to a maximum of \$200,000 per insured participant per calendar year. In addition to the maximum reimbursement per calendar year, certain maxima per treatment, procedure or service may also be applied on the basis of a determination of reasonable and customary charges for the benefit at the place of treatment.

2. The scheme is subject to the following provisions and limitations:

(a) Under the basic component, reimbursement in respect of medical treatment prescribed by qualified doctors is limited to 80 per cent of the costs incurred, including doctors' fees. Under the major medical component, 80 per cent of the remaining unpaid costs is paid, subject to a co-payment of \$200 per participant and \$600 per family;

(b) The cost of hospital services (excluding doctors' fees) is reimbursed at the rate of 100 per cent of the costs involved, including such items as bed and board, general nursing service, use of the operating room and equipment, use of the recovery room and equipment, laboratory examinations, X-ray examinations and drugs and medicines for use in the hospital. For hospitalization in Europe and in North America, the standard of accommodation is limited to semi-private room care, i.e., two or more patients in the same room, except that, under the following circumstances, private-room care will be reimbursed in full:

- (i) When the nature and gravity of the illness requires private-room care and such care is requested by the attending physician;
- (ii) When the patient is admitted on an emergency basis to a hospital that has semi-private accommodation but none is available at the time;
- (iii) When the patient is admitted to a hospital that does not have any semi-private accommodation, i.e., it has no standard of accommodation other than private rooms and general wards.

Europe and North America are defined for this purpose as Europe, including Eastern Europe, Malta, Cyprus and Turkey (European portion), and Canada and the United States of America;

(c) The cost of dental treatment is reimbursable at the rate of 80 per cent up to a maximum sum of \$750 per insured participant per calendar year. The cost of dento-facial orthodontics is covered only if the treatment is started before the patient has reached his or her fifteenth birthday, and reimbursement is provided only during a treatment period of four years;

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(d) The cost of out-patient mental health treatment, including psychoanalysis, is normally reimbursable only if the patient is treated by a medical doctor engaged in the practice of psychiatry. However, upon referral by a psychiatrist or, in localities where a psychiatrist is not available, by a qualified physician, the services of a licensed psychologist or a licensed psychiatric social worker will be covered. The costs of psychiatric treatment in respect of insured participants is reimbursable at the rate of 50 per cent and to a maximum reimbursement of \$500 for not more than 50 visits per insured person in any consecutive six-month period;

(e) The cost of treatment for substance (alcohol and/or drug) abuse is covered, under certain conditions. The coverage includes in-patient treatment for detoxification and rehabilitation at a facility certified for such treatment, subject to the prior approval of Van Breda. Such treatment will normally be limited to 30 days in a calendar year. In addition, the plan covers out-patient counselling for the purpose of diagnosis and treatment. The costs of out-patient counselling are reimbursable at the rate of 50 per cent and to a maximum reimbursement of \$1,000 for not more than 50 visits per insured person in any consecutive 12-month period. Of these 50 visits, up to 20 may be allocated to counsel covered family members of the participant undergoing treatment for the substance abuse problem;

(f) The cost of radiological treatment is reimbursable at the rate of 80 per cent only if the patient has been referred to the specialist by the doctor in attendance;

(g) The cost of hearing aids and optical lenses is covered, with the following limitations:

- (i) Hearing aids. Reimbursement at 80 per cent (only basic coverage, no major medical coverage), with a maximum of \$150 per apparatus, including the related examination, and a maximum of one apparatus per ear in any period of three years;
- (ii) Optical lenses. Reimbursement at 80 per cent (only basic coverage, no major medical coverage) with a maximum of \$25 per lens and a maximum of two lenses in any period of two years.

In order to be entitled to these benefits, a staff member or the participating family member will have to have been a participant in the Van Breda scheme for one year or more;

(h) The cost of two blood tests per year for the HIV virus.

3. The insurance scheme does not cover:

- (a) Periodic preventive health examinations;
- (b) Examination of the eyes for optical lenses (eyeglasses or contact lenses);

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(c) Injuries as a consequence of voluntary or intentional action on the part of the insured participant;

(d) Insured participants who are mobilized or who volunteer for military service in time of war;

(e) Injuries resulting from motor-vehicle racing or dangerous competitions in respect of which betting is allowed (normal sports competitions are covered);

(f) The consequences of insurrections or riots if, by taking part, the insured participant has broken the applicable laws; and the consequences of brawls, except in cases of self-defence;

(g) Spa cures, rejuvenation cures or cosmetic treatment (cosmetic surgery is covered, however, where it is necessary as the result of an accident for which coverage is provided);

(h) The direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiation produced by the artificial acceleration of nuclear particles;

(i) Expenses for, or in connection with, travel or transportation, whether by ambulance or otherwise, except that charges for professional ambulance service used to transport the insured participant between the place where he or she is injured by an accident or stricken by disease and the first hospital where treatment is given will not be excluded.

4. In respect of 16 surgical procedures listed in annex III to this circular, the cost of a second opinion will be reimbursed at 100 per cent and, should a participant desire a third opinion, the cost of that opinion will also be reimbursed at the rate of 100 per cent. No penalty will be assessed in cases in which surgery is performed without the benefit of a second opinion.

Annex II

PROVISIONS PERTAINING TO HOSPITALIZATION IN THE UNITED STATES

1. A prior approval measure was introduced on 1 March 1988 to control the frequency of hospitalization within the United States where overall costs frequently run far above the costs for comparable medical services in other countries. With effect from 1 January 1992, prior approval from Van Breda for hospitalization in the United States will no longer be required. Under a new arrangement which is being introduced on a trial basis, the participant is obliged only to notify Van Breda of his or her intention to be hospitalized in the United States. However, if a participant fails to register a United States hospitalization with Van Breda prior to the admission, the normal reimbursement calculated will be reduced by 25 per cent and the major medical coverage component will not apply in respect of doctors' fees for services administered during hospitalization.

2. The new procedure no longer entails any approval or denial on the part of Van Breda. However, Van Breda must be informed in writing of the intended hospitalization in the United States at least two weeks prior to the admission. While a participant is free to seek admission to a United States hospital following provision of the necessary notification to Van Breda, reimbursement for such hospitalization will be subject to a limit of \$700 in respect of the daily semi-private room rate. Thus, if a participant, in notifying Van Breda of a hospitalization in the United States in line with the procedure set out in paragraph 3 below, chooses a hospital at which the daily semi-private room rate exceeds \$700, the cost of the daily room rate above \$700 will be borne entirely by the participant. There will be no change in the reimbursement for other services.

3. Notification of hospitalization in the United States should be submitted to:

J. Van Breda and Co. International
Plantin en Moretuslei 295
B-2140 Borgerhout
Antwerp, BELGIUM

Telex No.: BREDCO B 31788
Fax No.: 00 323 271 02 47 (facsimile transmission)

Such notification must be submitted to Van Breda prior to the United States hospital admission and must contain the following information:

- (a) Name and duty station of the subscriber;
- (b) Name of patient and a statement of the diagnosis from the attending physician;

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(c) Identification of the hospital in the United States where the procedure/treatment will be performed;

(d) Daily semi-private room rate at the hospital in question.

4. As noted in paragraph 2 above, hospital expenses incurred in the United States (semi-private accommodation) will be reimbursed in full, subject to the \$700 daily room-rate limit. In this connection, it should be noted that hospital costs vary considerably throughout the United States, and costs may exceed the \$700 reimbursement ceiling, particularly in parts of California, Florida, Massachusetts, New York, Texas and Washington, D.C., where the costs may be much higher in certain hospitals.

5. The \$700 limit will not apply to semi-private hospital accommodation in three specific circumstances:

(a) In connection with medical evacuation to any hospital in the United States authorized by the United Nations Medical Director;

(b) In cases of bona fide medical emergency arising while in the United States;

(c) In situations where the necessary medical treatment can only be provided at a hospital where the daily semi-private room rate exceeds \$700. To avoid the obligation to meet daily room-rate expenses in excess of \$700 in such cases, confirmation must be obtained from Van Breda prior to the hospital admission.

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Annex III

SECOND SURGICAL OPINION

1. With effect from 1 January 1992, participants are no longer required to obtain a second opinion prior to undergoing surgery. No reimbursement penalty will be assessed by Van Breda for failure to provide evidence of a second opinion in connection with any surgery. However, whenever feasible, participants are encouraged to seek a second surgical opinion, particularly for the 16 surgical procedures listed below. For this reason, Van Breda will continue to reimburse at 100 per cent the cost of a second opinion rendered by a qualified physician in connection with these 16 surgical procedures. If the second opinion does not agree with the first, a third opinion may be sought, and will also be fully reimbursed. Please note that the second opinion must be provided by a physician not associated or in practice with the physician who originally recommended or proposed to perform the surgery.

2. The 16 surgical procedures for which second opinions will be reimbursed at the rate of 100 per cent are:

<u>Procedure</u>	<u>Explanation</u>
1. Bunionectomy	Removal of bunions
2. Cholecystectomy	Removal of gall bladder
3. Dilation and curettage	Dilation of cervix and scraping of uterus
4. Excision of cataracts	Removal of cataracts
5. Haemorrhoidectomy	Removal of haemorrhoids
6. Hernia (inguinal) repair	Repair of hernia in the groin
7. Hysterectomy	Removal of uterus
8. Knee surgery	Knee operation
9. Laminectomy	Removal of part of spine
10. Mastectomy: partial or complete	Partial or complete removal of breast tissue
11. Prostatectomy	Removal of prostate
12. Septo-rhinoplasty	Nose surgery for functional improvement
13. Spinal fusion	Surgical welding of spine segments

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<u>Procedure</u>	<u>Explanation</u>
14. Tonsillectomy and/or adenoidectomy	Removal of tonsils and/or adenoids
15. Varicose veins	Removal and tying of varicose veins
16. Coronary artery bypass	Heart surgery to bypass one or more blocked arteries feeding the heart



Secretariat

ST/IC/1991/74
20 December 1991

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE
"WORLD HERITAGE - UNESCO" STAMPS
AND DEFINITIVE STAMP

1. The United Nations Postal Administration (UNPA) will issue the first set of commemorative stamps for 1992 on Friday, 24 January. The set of six stamps entitled "World Heritage - UNESCO" is the second set of stamps issued by UNPA to honour the efforts of UNESCO (United Nations Educational, Scientific and Cultural Organization) to protect the world's shared wonders. This special issue will be UNPA's contribution to a series of events which will commemorate the twentieth anniversary of the adoption of UNESCO's World Heritage Convention throughout 1992. The photographs which were provided by Comstock Inc. were adapted as stamps by Robert Stein, a United Nations staff member. The stamps were printed by Cartor S.A. (France), using an offset lithography process. Each stamp, illustrated below, reproduces a photograph of a particular World Heritage site or area.



<u>Denomination and quantity</u>	<u>World Heritage site</u>	<u>Photographer</u>
30 cents 800,000	Uluru National Park Australia	Georg Gerster Switzerland
50 cents 700,000	The Great Wall China	Georg Gerster Switzerland
F.s. 0,50 700,000	Sagarmatha National Park Nepal	Janet Wishnetsky U.S.A.
F.s. 1,10 700,000	Stonehenge United Kingdom	Martin Western United Kingdom
S 5 800,000	Iguaçu National Park Brazil	Adam Tanner U.S.A.
S 9 800,000	Abu Simbel Egypt	Hartman-Dewitt U.S.A.

Each stamp measures 38 mm x 30.56 mm perforation to perforation.
Perforation: 14. The vertical sheets each contain 50 stamps.

(United States equivalents - F.s. 0,50: 39 cents; F.s. 1,10: 85 cents;
S 5: 50 cents; S 9: 88 cents - subject to exchange rate fluctuation.)

2. A definitive stamp, illustrated at right, will also be issued on 24 January 1992 with a denomination of F.s. 3,00. The newly designed stamp will replace the 1969 F.s. 3,00 and therefore 24 January will be the last day of sale of the older stamp. The new definitive, designed by Néstor José Martín, Argentina, shows a stylized rendition of the United Nations Headquarters buildings. It was printed in the United Kingdom by the House of Questa, using an offset lithography process.



The stamp measures 25.73 mm x 35.96 mm perforation to perforation. Perforation: 14. The sheet of 50 stamps is horizontal.

(United States equivalent - F.s. 3,00: \$2.31 - subject to fluctuation.)

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachet ONLY.

4. Members of delegations and the staff may obtain the new stamps and first day cancellations on Friday, 24 January, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.



Secretariat

ST/IC/1991/75
23 December 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Acting Under-Secretary-General for Administration and Management

Subject: SECRETARY-GENERAL'S FAREWELL ADDRESS TO THE STAFF
OF THE UNITED NATIONS ON 20 DECEMBER 1991 AND
STATEMENT BY THE PRESIDENT OF THE STAFF COMMITTEE
AT HEADQUARTERS

The text of the farewell address to the staff of the United Nations by the Secretary-General, Mr. Javier Pérez de Cuéllar, and the statement by the President of the Staff Committee at Headquarters, Mr. Ronald Hewson, are reproduced herewith for the information of all staff members.

I. Statement by the Secretary-General

Mr. President,

My dear colleagues and friends -

It is time for me to bid you farewell. We have come a long way together, and we have seen remarkable things in the course of our journey.

I wanted to meet with you today for one reason above all - to thank you, most warmly and from my heart, for what you have done on behalf of the United Nations through all the years of my tenure. Without your skills, your energy and your understanding of the problems and difficulties we have had to solve together, the achievements of the United Nations in these years would not have been possible. I have always felt that my work on the 38th Floor could not succeed without the efforts on the other 37 floors of this great building, together with those who serve the Organization at thousands of duty stations throughout the world.

Indeed, over the past 10 years, I have been deeply conscious - and confident - of the loyalty and dedication to the Organization's principles that motivated and infused the work of all of you, my dear colleagues. Your concerns were equally always in my mind.

During this time, we have seen history made. It is as if a political ice age had ended. As the ice has melted, there is already evidence of new beginnings, early fruit of a new climate.

It is, perhaps, hard to realize, now, just how much the role of the United Nations has changed and expanded since the early 1980s. I should like to reflect on this for a few moments. International peace-keeping, for example, which earlier had largely become limited to the process of maintaining cease-fires - with a thin blue line - has gained new dimensions of peacemaking and peace-building. I need hardly recount all the areas in which operations of unprecedented versatility, nature or scope have been mounted during these years. You know them all, since you have served in them. You know what innovative ideas, what improvisation, what harnessing of resources, often at short notice, they have required. You know also their reward: how much human pain has been reduced and the waste of conflict averted by these operations.

Our responsibilities are still growing. At present in Cambodia, El Salvador, Western Sahara, and possibly Angola, we are already preparing to carry out central roles in the cause of peace and political progress. The world has come increasingly to seek new and varied forms of help from us in resolving international problems of all types. Yugoslavia is a current example. Who, 10 years ago, would have envisaged the United Nations dealing with such a range of questions, in such a diversity of contexts and places?

The United Nations family of organizations has also been in the forefront of efforts to reduce human distress because of poverty. Through our operational arms, we have reached out to the world's poorest and most deprived. We have done so, even though the larger question of poverty in the majority of the human race is yet to be addressed with the same sense of urgency as is evoked by political crises.

Dear colleagues and friends -

This has, indeed, been a time of hope, as the world has rediscovered the many possible roles of our Organization.

I repeat that none of this would have been possible without you, the men and women who constitute the staff of the Organization. For us, it has not only been an exciting period, but also one of greater responsibility. I know that most of us came to the United Nations because of a profound commitment - this was not to be "just another job", with whatever degree of prestige and material reward. We came to serve the United Nations through our conviction that there is no worthier form of service. We were prepared to accept sacrifices and hazards in pursuing the aims of the Charter of the United Nations.

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Earlier, I said that I have been constantly mindful of your concerns. I am quite aware that over the years some of you have had a sense of frustration as you have felt your talents and idealism have not been fully utilized. There was, in addition, deep consternation and even bewilderment, as hostile and clamorous voices berated the United Nations and those who serve it. You bore these unjust attacks without flinching.

In recent years, you have faced massive staff cuts and reorganizations, and have seen your conditions of service deteriorate, despite the best efforts of my administration to defend them. As you know, it is a peculiarity of our Organization that the authority for establishing conditions of service in it lies outside the administration. It is the intergovernmental machinery that is the arbiter. The management, however, must propose and recommend and this I have always tried to do.

Let me stress here how gratified I have been by the good relations that have been maintained between the staff and the management throughout my tenure.

We have, however, had to grapple daily with the limitations of financial resources and of lack of flexibility resulting from overly stringent regulations. I have pointed out these disabilities time and again in my reports and statements to the General Assembly and I would hope that my successor will not have to contend with them for long.

Indeed, a negative aspect of recent years has been the contrast between the lofty tasks entrusted to us by Governments of Member States, on the one hand, and, on the other, their attitude to the provision of resources to enable us to fulfil those mandates. One of my deepest regrets is that, despite all my efforts, the Organization remains in a precarious financial situation. I believe that there is a deep paradox currently in the policies of many Governments. They have not yet adjusted to the new international order - one in which cooperation through international agencies is increasingly necessary.

Despite all this, in these years of rapidly increasing responsibilities, you have never been found wanting. Often under onerous and dangerous conditions, in all corners of the world, you have lived up to the highest standards of international public service. Success in none of our operations would have been possible, without the ability, commitment and resourcefulness of you, the members of the Secretariat. I have seen for myself, many times, the creative manner in which staff members, often in remote and difficult areas, have furthered the objectives of United Nations mandates. All of us can take pride in the achievements of the Organization, for they have been the product of teamwork. All operations in the field have had to be supported, directly or indirectly, by those at headquarters duty stations.

I believe that even more complex and demanding challenges lie ahead for this Organization. Humanitarian emergencies may require still greater courage and commitment. New challenges already require a new way of thinking about our tasks, as the Organization becomes increasingly operational.

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These changes will require a major reappraisal of the way "the house" is run, so that policies and practices fully facilitate new emphases in United Nations service.

But, I have to say that if the Organization is to become fully effective, and to realize the goals of the Charter, then it will need the same dedication, loyalty and support from Governments, as it already enjoys from you, its staff.

Dear colleagues,

Although we seem to be on the threshold of a positive new era in international relations, the future of the United Nations is by no means clear. The retreat of the ice mass, which I mentioned earlier, has also exposed some basic realities: conflict, the actualities of ethnic strife, gross political and economic inequalities, disregard for human rights, and increasing threats to our planet, brought about both by mankind's cavalier conduct towards Earth's resources, and the needs of the growing human family. If our Organization is to maintain its relevance in the eyes of the world, then it must measure up to these issues with renewed vigour.

It may also be necessary for the Organization to defend and maintain its integrity. The United Nations belongs to all its members, and to you. It must remain committed, in an impartial manner, to carrying out the principles of its Charter. Its authority and status - which you have helped to establish through our varied tasks and operations - give it a unique character that must be jealously guarded. That moral authority is of vital practical importance in facilitating missions which might otherwise be impossible.

Dear colleagues,

The spirit of internationalism and dedication that dwells in this house is a priceless asset to the international community. In years to come, historians may conclude that, during our time together, we made a good start in the task of bringing our Organization back where it belongs - into the centre of international relations, while, at the same time, maintaining the integrity of vision that must guide its way.

It remains for me at this season to convey my personal greetings to you, to all United Nations staff members throughout the world, and to your families.

Dear colleagues,

It has been a joy and a source of deep satisfaction to work with you. I know you will give to the new Secretary-General the loyalty and devotion to duty which I have always been able to rely on. Confident of your loyal support to my successor, I can indeed leave with a tranquil mind.

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As do all who depart from the service of the United Nations, I shall bear with me always the knowledge that it continues to represent the best hope of all humanity. I thank you.

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II. Statement by the President of the Staff Committee
at Headquarters

I welcome the Secretary-General and my other colleagues to this very special event.

Mr. Secretary-General,

During your term of office more has happened to change the political face of the world than in any previous decade in human history.

Confronted by the political complexities, the dangers and threats of that decade, you have guided the work of this Organization with skill and quiet determination.

The United Nations, once treated with indifference, has gained new respect throughout the world. Its crucial role in the achievement and maintenance of peace is now universally recognized. We believe that your steady, strong leadership has played a major part in bringing about this new world-wide recognition of the importance of the Organization.

An ongoing crisis for the United Nations is the reluctance of some Member States to live up to their financial obligations under the Charter. We hope that the forthright document you recently placed before the Member States in this regard will bring those concerned to realize that this Organization needs more than praise and recognition to carry out the mandates the Assembly sets for it. It needs financial security, as do we, its staff. No less than a fire department, this Organization must have adequate resources at its disposal.

We congratulate you on obtaining the release of so many hostages, and we hope that our mutual efforts on behalf of our detained colleagues will soon bear fruit and that your successor will strenuously work for an end to the ongoing violations of the human rights of our many colleagues now deprived of their liberty.

We thank you for the concern you have shown for the welfare of the staff and for your efforts on our behalf. When we were under threat from the retrenchment exercise, you handled matters so that none of us lost our jobs; when General Service salaries were under threat as a result of the salary survey, you stood firmly by your prerogatives as Secretary-General; you have shown your concern for the status of women within the international civil service; and because of your acceptance of Judgement 482 of the Administrative Tribunal, many staff members who would have been denied continued service with

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the Organization now qualify for career appointments, and we thus have reason to hope that soon all staff members, regardless of nationality, will have equal opportunities with the Organization. And during your term of office there has been a steady improvement in staff-management relations and the consultative process. These are just a few of the manifestations of your concern for the well-being of the staff of this Organization, and we are confident the new Secretary-General, Mr. Boutros Ghali, will follow your example.

We do not know what you plan for your future, but we are sure that the knowledge and awareness you have gained as Secretary-General will be put to good use in the interests of the world community.

You may be sure we shall never forget working with you.

We wish you and Mrs. Pérez de Cuéllar the happiness and fulfilment you so richly deserve.



Secretariat

ST/IC/1991/76
30 December 1991

INFORMATION CIRCULAR

To: Members of Permanent Missions to the United Nations
Members of the staff

From: The Assistant Secretary-General for General Services

Subject: REPAIR WORK IN THE UNITED NATIONS GARAGE

1. The purpose of the present circular is to inform staff members and members of Permanent Missions to the United Nations that on 6 January 1992, the second phase of the rehabilitation programme for the United Nations Garage will commence. It is expected to be completed by mid-August 1992.
2. During this phase of the garage rehabilitation programme, the ramp linking the second and third basement levels of the garage will be repaired. Consequently, there will be no vehicular traffic between the second and third basement levels for the duration of the project.
3. Access to the first and second basement levels will be only through the 43rd Street entrance i.e. through the circle in front of the Secretariat Building.
4. Access to the third basement level will be only through the 42nd and 48th Street service entrances.
5. While construction work is going on, approximately 200 parking spaces will not be available and the number of temporary and daily parking permits that will be issued will consequently be reduced. No new permanent parking permits will be issued in 1992 until after the repair work is completed.
